



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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JAMES V. PERDUE  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Community Transition Specialist (Housing Option)      **NUMBER:** 15-28

**JOB CODE:** T1500 (200)      **DATE:** August 7, 2015

**SALARY RANGE:** 69 (\$32,287.20 - \$48,924.00)      **PCQ#:** 8846185

**JOB LOCATION:** Department of Mental Health  
Region I Community Services  
401 Lee Street, Northeast  
Decatur, AL 35601

**NOTE:** You must submit a separate application for each vacancy based on the respective location. Each application must include the job title and announcement number.

**QUALIFICATIONS:** Bachelor's degree in a Human Services field, Business Administration, or Public Administration, with experience (24 months or more) in the identification and/or the accessing of housing resources.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs*

**KIND OF WORK:** This is professional and administrative work within a specialized program designed to provide adequate transitional services for individuals residing in Nursing Facilities, State-Operated Psychiatric Hospitals, or other public or private institutions who are identified as MFP (Money Follows the Person) eligible by Medicaid or are otherwise eligible for such services through a Medicaid program. An employee in this class will be responsible for providing available housing resources within Region I. The employee will function as a liaison with various public or private entities in facilitating necessary assistance for MFP Rebalancing Demonstration participants, or similarly situated people through other funding sources; as well as promoting understanding of the needs of seniors and individuals with disabilities. The employee will provide training and technical assistance to the staff of entities necessary in accessing housing resources; provide education and technical assistance to MFP participants and other individuals with disabilities and seniors in accessing these resources; and will actively participate in planning and resource coalitions within Region I to ensure that the needs of individuals with disabilities and seniors are incorporated.

Duties require constant contact with officials in the state mental health system, other agencies, housing authorities/organizations and the general public. General supervision is received from an administrative supervisor who reviews program results and is available on matters of policy.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of human services systems of service delivery. Knowledge of Medicaid generally and its “Money Follows the Person” program grant, and home and community-based services programs, particularly. Knowledge of collaboration and working with multiple service agencies in providing services to people with disabilities. Knowledge of facilitating housing programs and services to diverse populations. Knowledge and application of HIPAA and other rules and standards of confidentiality. Ability to make strong appropriate judgments and decisions with professional etiquette. Ability to plan, organize, and prioritize work activities. Ability to communicate effectively, both electronically, orally and in writing. Self-driven with the ability to recognize improvement on processes and take initiative to execute changes. Ability to establish and maintain contact with high level officials and various other public and private agencies, and housing authorities/organizations. Ability to demonstrate leadership, interpersonal skills and successfully motivate teams in a positive manner. Focused attention to detail, well organized and demonstrated ability to prioritize multiple-tasks, achieve desired results and adapt favorably to changing priorities. Ability to interact and collaborate professionally with a diverse range of customers, including people with disabilities, older adults, other governmental agencies and private providers, agency staff and stakeholders individually, and as part of a team. Proficiency in Windows OS, MS Word, MS Excel, MS Outlook, MS Internet Explorer or equivalent software; MS Publisher and MS PowerPoint. Ability to travel in-state during the day, overnight and occasionally on weekends.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resources Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: August 28, 2015**